



SEP - 8 2008

Reply to Attn of:

Office of the Chief Information Officer

TO: Distribution

FROM: Senior Agency Official for Privacy

SUBJECT: Personally Identifiable Information (PII) Responsibilities Statement

In accordance with the Office of Management and Budget (OMB) Memorandum M-07-16, "Safeguarding Against and Responding to the Breach of Personally Identifiable Information," agencies must ensure that individuals authorized to access protected personally identifiable information (PII) are aware of their respective responsibilities relative to safeguarding PII and the consequences for violating these responsibilities. To that end, NASA has created the "NASA Employee Protection of Personally Identifiable Information (PII) Responsibilities Statement" to be signed on an annual basis.

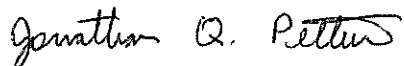
The loss of protected PII can result in substantial harm to individuals, including identity theft or other fraudulent use of the information and; therefore, NASA places a high priority on the protection of personal information we collect and/or maintain on individuals. Since NASA civil servants may have access to protected PII concerning individuals and other sensitive data, we have a special responsibility to protect that information from loss and misuse. To ensure employees are aware of their responsibilities in handling protected PII and to comply with OMB Memorandum M-07-16, all NASA supervisors must review with his/her employees who have authorized access to protected PII, the responsibilities identified on the enclosed NASA Employee Protection of Personally Identifiable Information (PII) Responsibilities Statement. The statement must be signed by employees with authorized access to protected PII and retained by the supervisor. It is the supervisor's responsibility to identify his/her employees who have authorized access to protected PII.

A list of frequently asked questions is enclosed to the statement for further clarification on what information is considered protected PII. Additionally, a NASA Information Technology Requirement (NITR) 1382-2, *NASA Rules and Consequences Policy Relative to Safeguarding Personally Identifiable Information (PII)* has been issued. This document, along with other information concerning the handling of PII, may be accessed through the internal NASA Privacy Web site at http://insidenasa.nasa.gov/ocio/information/info_privacy/index.html.

In order for NASA to be in compliance with the requirements of OMB Memorandum M-07-16 by September 30, 2008, Center Directors and Officials-in-Charge shall report completion

of this requirement to the NASA Privacy Program Manager by close of business Tuesday, September 30, 2008.

Should you have additional questions or require further assistance, please contact your Center Privacy Act Manager (PAM) or Teresa Fryer, the Privacy Program Manager, at Teresa.Fryer-1@nasa.gov.

A handwritten signature in black ink, reading "Jonathan Q. Pettus". The signature is written in a cursive style with a large, stylized "J" and "P".

Jonathan Q. Pettus

Enclosures

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